Pass/Fail or Audit Option

Name______________________________ Student Number__________________
Major________________ Minor______________ Semester_________ Year_____

Dept.       Dept. #        Section      Course Title          Professor
____       _____        ____    _____________________        __________________

I hereby request to exercise the Pass/Fail or Audit option of changing my final grade to:
_____ Pass/Fail        _____Audit

NOTE AN “F” IN A PASS/FAIL COURSE IS THE SAME AS AN “F” IN A GRADED COURSE.

1. The course may not be part of the student’s major or minor requirements unless the student
   changes to audit and subsequently takes the course.
2. The Pass/Fail or Audit option shall be limited to one course during any one semester.
3. A student may change no more than four (4) courses while at Judson.
4. The completed form must be submitted to the Vice President and Dean of the Faculty after
   mid-term grade deadline but one week before the final examination or project date.
5. The absence policy shall apply. Should a student exceed the absence limit, the grade of P
   would become an F.
6. The Pass/Fail or Audit option cannot be exercised after the final examination or project.
7. Pass/Fail or Audit courses shall be subject to the same fees as regular courses and shall be
   considered a part of the student’s approved semester load.
8. The Audit option cannot be exercised if the action reduces the total semester credits below
   twelve (12) hours during a regular semester or six (6) hours during short term.
9. Pass/Fail or Audit Policy cannot be used by MMI cadets in courses taught on the Judson
   campus.

Signed_________________________________
Dated__________________________________

Approved______________________________________________________________________

Vice President and Dean of the Faculty

Cc:  Student
     President
     Registrar
     File

Revised 8/01